

**ANNOUNCEMENT NUMBER: 14-32 (Re-advertisement)**

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**OPEN TO:** All Interested Candidates

**POSITION:** Development Assistance Specialist; FSN-10; FP-05

**OPENING DATE:** 09/12/2014

**CLOSING DATE:** 09/26/2014

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** Salary and Grade will be based on qualifications

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. For complete details click on: <http://Niamey.USEmbassy.gov>

**NB: Applicants who responded to Vacancy Announcement No 14-16 need not to reapply as their applications will be considered.**

The U.S. Embassy in Niamey is seeking a **qualified** individual for the position of Development Assistance Specialist in the USAID Niger office.

**BASIC FUNCTION OF POSITION:**

The Humanitarian Assistance Specialist will assist in efforts to effectively manage and monitor Food For Peace (FFP) and Office of Foreign Disaster Assistance (OFDA) resources in Niger. His/her primary responsibility is to monitor and give direction within the limits of the donor/recipient relationship to Title II-funded (non-emergency and emergency) food assistance programs and International Development Association (IDA)-funded humanitarian programs and report on their implementation to the FFP Team Leader (Niamey), OFDA/FFP Regional Offices (Dakar) and Agreement Officer's Representatives (AORs) (Washington, DC). The Specialist will be expected to exercise a very high level of autonomy and act independently with limited direction according to the guidance provided for the implementation of these programs. Working with the Mission's Resilience Team, the Specialist will also ensure coordination of Title II and IDA funded programs, as appropriate, with other development or humanitarian activities and/or "resilience-building" initiatives in the country.

A copy of the complete position description is available in the Human Resources (HR) office.

**QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**Education:** Bachelor's degree in business administration, economics, international development, social sciences, technical field (e.g., agriculture, public health, nutrition) or a related area is required.

**Prior work experience:** At least five years' relevant work experience in a managerial or technical capacity in an international organization is required. Technical experience in sectors such as agriculture, health, and nutrition or food security is required.

**Language:** Level III (Fluent) speaking, reading and writing in English and Level IV French.

**Knowledge:** Knowledge of the function and operation of foreign aid programs, and familiarity with humanitarian relief operations. At least one year of experience in one or more aspects of managing development or humanitarian assistance projects; such as performance monitoring, management of monitoring and evaluation plans and their components, information management; is required.

**Skills/Abilities:** Demonstrated capacity for perceptive analysis and the ability to write logically and speak effectively are required. A writing sample may be requested. A high degree of professionalism, discretion, team work and excellent interpersonal skills is essential, in addition to sound judgment. Computer literacy in MS Office applications including Word, Excel, Power Point, and Outlook, as well as internet competency is also required.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

1. Management will consider nepotism/conflict of interest, Budget constraints and residency status in determining successful candidacy.
2. Current employees serving an initial probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an overall summary rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMS who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
5. Currently employed Not-Ordinarily Resident (NOR) employees hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a non sensitive security clearance.

## **TO APPLY**

Interested Candidates should submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at: <http://Niamey.USEmbassy.gov>; **or**
2. A current résumé or curriculum vitae that provides the **same information** as the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as separate sheet; plus
4. Candidates who claim U.S. veteran's preference must provide a copy of their form DD-214 with their application. Candidates who claim conditional U.S. veteran's preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Attention: Human Resources Office  
American Embassy  
BP 11201  
Niamey, Niger

## **POINT OF CONTACT**

Human Resources Officer  
Telephone: (227) 20-72-26-62, Ext. 4479/4015

**Applications must be received by the closing date.**

**CLOSING DATE FOR THIS POSITION: Friday 09/26/2014 at 1:00PM**

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

U.S. Mission Niamey is a drug-free work environment.